Department of Agriculture,
Washington, D. C.

OFFICE OF ASSISTANT SECRETARY.

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March 21, 1913.

MEMORANDUM No. 1.

Relative to Transfers of Salaries from Statutory to Lump Funds.

The Department of Agriculture has been excepted from the operation of the general law relating to the payment of salaries from lump funds so far as its scientific and technical work is concerned, and it is highly important for the future of the scientific work that we live up to the spirit of the law in the matter of the payment of salaries from lump funds and in the making of promotions. Congress has expressed itself in no uncertain terms as to its attitude with respect to carrying all clerical and similar employees on lump rolls, and requires that the Department in its annual estimates shall provide for the transfer of all such employees to the statutory roll at the beginning of each fiscal year. Any abuse of the privilege which has been extended the Department in the matter of adjusting the salaries of its scientific and technical officers and employees would render it increasingly difficult to maintain our present freedom in the matter of the payment of such salaries from lump funds, as well as in effecting changes in the statutory roll. In order that we may live up to the spirit of the law and carry

out the evident intention of Congress, the following practices should be observed in the Department:

1. No transfers of employees should be made from statutory to lump fund rolls at an increase in salary.

2. No transfers should be made from the statutory rolls to the lump fund rolls at the same salary for the purpose of creating a vacancy on the statutory roll whereby promotions may be made.

3. No transfers should be made from the statutory roll to the lump fund roll at the same salary with the intention of later promoting such employee on the lump fund.

R. Lansing.

Assistant Secretary.

Department of Agriculture,
Washington, D. C.

OFFICE OF ASSISTANT SECRETARY.

File copy

March 21, 1913.

MEMORANDUM No. 2.

Relative to New Provisions in Act Making Appropriations for Fiscal Year 1914.

The attention of administrative officers of the Department is invited to the following provisions of a general nature which are included in the act making appropriations for the Department of Agriculture for the fiscal year ending June thirtieth, nineteen hundred and fourteen, and became effective from the date of the approval thereof, March 4, 1913:

> And hereafter the Secretary of Agriculture is authorized to prepare and sell at cost such pathological and zoological specimens as he may deem of scientific or educational value to scientists or others engaged in the work of hygiene and sanitation: Provided, that all moneys received from the sale of such specimens shall be deposited in the Treasury as miscellaneous receipts.

The foregoing provision applies to all bureaus having pathological or zoological specimens for sale.

> That hereafter the Secretary of Agriculture is authorized to reimburse owners of horses, vehicles, and other equipment lost, damaged, or destroyed while being used for necessary fire fighting, trail, or official business, such reimbursement to be made from any available funds in the appropriation to which the hire of such equipment is properly chargeable.

Under the foregoing provision the several bureaus of the De-

partment are authorized to approve and submit for settlement all valid claims of owners for horses, vehicles, and other equipment lost, damaged, or destroyed while being used in transacting the official business of the Department.

> That nothing contained in the Act making appropriations to provide for the expenses of the Government of the District of Columbia for the fiscal year ending June thirtieth, nineteen hundred and thirteen, and for other purposes, approved June twenty-sixth, nineteen hundred and twelve, shall be so construed as to prohibit the payment from the appropriations for the Department of Agriculture of expenses incidental to the delivery of lectures, the giving of instruction, or the acquiring of information at meetings by its employees on subjects relating to the work of the Department authorized by law.

This provision authorizes reimbursement, under the Fiscal Regulations, of expenses incidental to the delivery of lectures, the giving of instruction, and the acquiring of information at meetings by the employees of the Department of Agriculture on subjects relating to the work of the Department. All requests for authority to perform lecture work, must be submitted to the Secretary for his approval.

> That hereafter section seven of the Act approved August twenty-sixth, nineteen hundred and twelve (Thirty-seventh Statutes, page six hundred and twenty-six), and any amendments thereto, shall not apply to the payment, out of moneys appropriated or which may be hereafter appropriated in lump sum for the Department of Agriculture, for personal services of employees engaged in strictly scientific or technial work: Provided, That nothing contained herein shall be construed to authorize the transfer of any person employed at a specific salary and the payment of compensation from lump-sum appropriations at a rate greater than said specific salary.

This provision removes the restrictions of the General Deficiency Act of August 26, 1912, as amended by the Legislative Act of March 4, 1913, so far as employees engaged in strictly scientific or technical work and paid from the lump sum appropriations of the Department of Agriculture are concerned. It does not, however, permit promotions in connection with transfers from the statutory rolls to the lump-sum appropriations of the Department, as set forth in Memorandum No. 1 of this date.

R. P. Galloway.

Assistant Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

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March 26, 1913.

MEMORANDUM. No 3

DUTIES OF THE ASSISTANT SECRETARY OF AGRICULTURE.

To Chiefs of Bureaus, Divisions ~~and~~ Offices and Boards:

The following memorandum defining the duties of the Assistant Secretary of Agriculture is sent you for your information and guidance.

1. During the absence of the Secretary to pass upon such matters as require attention, and to sign as Acting Secretary papers dealing with such matters usually signed by the Secretary.

2. To assist the Secretary in the supervision of the scientific, regulatory, and practical work of the Department, and, with the aid of the scientific staff to formulate general policies for the approval of the Secretary.

3. To receive and consider matter for the information of the public, whether through Department publications or the public press, and present them with his recommendation to the Secretary for approval; and with the assistance of committees that may from time to time be designated by the Assistant Secretary to consider manuscripts for publication within the

Department and present them to the Secretary with his recommendations.

4. To have charge of miscellaneous clerical and other minor changes in the personnel of the Department, and sign as Acting Secretary all papers relating thereto; to advise with the Secretary concerning all other changes in the personnel of the Department.

5. To sign as Acting Secretary letters of authorization authorizing travel or the expenditure of money; waivers of fiscal regulations; vouchers involving expenditures from more than one appropriation; vouchers and requisitions payable from other funds where the amount exceeds $100; and in the case of the Weather Bureau and the Forest Service where the amount exceeds $500; requisitions for Treasury warrants, contracts, bonds, leases, agreements, etc.

6. To perform such other duties as the Secretary may from time to time prescribe, and generally to relieve the Secretary's office of the details connected with Departmental affairs, to the end of giving the Secretary time for full consideration of larger questions and general policies.

Very respectfully,

D. F. Houston

Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

April 4, 1913.

MEMORANDUM NO. 4.

Regarding Conferences of Secretary and Assistant Secretary with the Bureau Chiefs.

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A conference will be held in the conference room, No. 208, Laboratory B, West Wing, today, at 2.30 o'clock, at which time the following matters will be presented:

1. Future procedure in the organization of committees, committee work, committee reports, etc., in the Department. Presented by the Secretary.

2. Methods to be followed in formulating and announcing general Departmental policies. Presented by the Secretary.

3. Plan for publicity work. Presented by the Assistant Secretary.

A. F. Galloway.

Assistant Secretary.

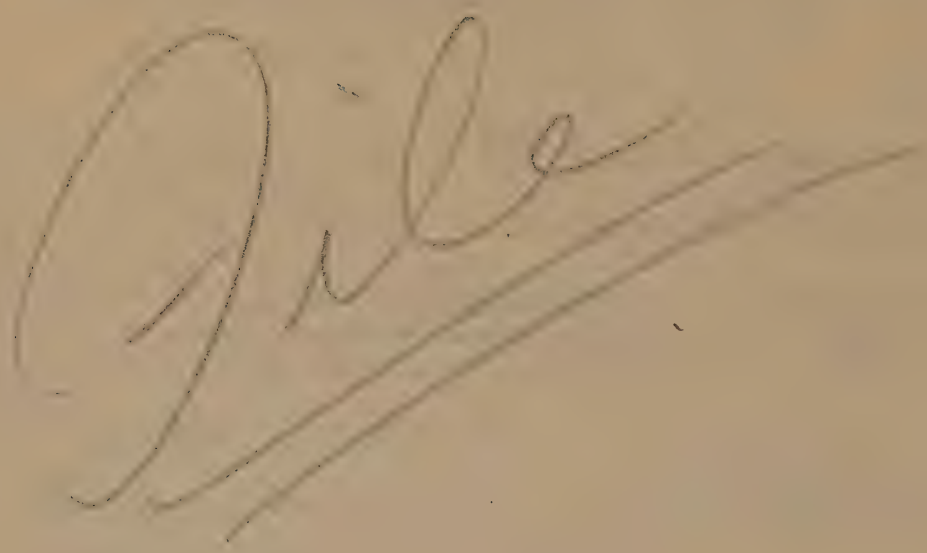
April 2, 1913.

MEMORANDUM NO. 5.

Regarding the Filling of Vacancies of Positions Excepted from Civil Service Examinations.

Whenever a vacancy occurs in a position excepted from Civil Service examination, or whenever it is proposed to fill such a position where the entire salary is to be paid from the Department funds, the chiefs of bureaus and independent offices are directed to file with the Secretary a statement indicating the nature of the work to be performed, the qualifications desired, and recommendations as to the method to be pursued in securing a suitable man. No one outside of the Department should be consulted prior to laying the foregoing facts before the Secretary.

Secretary.



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

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April 3, 1913.

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MEMORANDUM NO. 5.

Mr. Arnold V. Stubenrauch is hereby designated a member of the Federal Horticultural Board, to fill the vacancy in the representation of the Bureau of Plant Industry on said Board, caused by the resignation of Mr. Peter Bisset.

Acting Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

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April 5, 1913.

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M E M O R A N D U M.

No.6.

TO THE CHIEFS OF BUREAUS, OFFICES, DIVISIONS, ETC.:

In order to comply with the Civil Service Rules relating to promotions, etc., the Chiefs of Bureaus, Offices, and Divisions, are requested to report on the accompanying blank forms, on May 1, 1913, the efficiency ratings of all employees under their supervision.

Acting Secretary.

Department of Agriculture,
Washington, D. C.

OFFICE OF ASSISTANT SECRETARY.

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April 19, 1913.

MEMORANDUM NO. 7.

For Messrs. Page, Arnold, and Kellerman.:

Gentlemen:

I shall be obliged if you will act as a Committee, with Mr. Page as Chairman, to consider the question of publication and publicity in the Department with a view to improving existing methods. The following points are suggested for your guidance in this matter:

1. The present procedure in the preparation and handling of manuscripts for bulletins, circulars, etc., in the Department and suggestions as to changes which might be made for the purpose of improving the same.

2. How the agricultural press may be best utilized for bringing home to the farmer useful information on agricultural subjects.

3. How advance notices of bulletins and other information furnished the daily newspapers and similar publications should be handled.

4. What safeguards should be taken in order to avoid publication of any matter, whether in Department publications or in the press, which might subject the Department to criticism.

I shall also be obliged if the Committee will consider the advisability of establishing a permanent Advisory Committee on Publications and Publicity to handle matters relating to the publications of the Department. Such a committee was created some years ago but it is now defunct, or at least has been in-

active for some time.

For the information of the Committee I am enclosing herewith copy of the transcript of the hearing which was held a week or so ago to consider the question of publicity work in the Department. Kindly return this copy to my files when you are through with it.

Very truly yours,

Assistant Secretary.

Department of Agriculture,
Washington, D. C.

OFFICE OF ASSISTANT SECRETARY.

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8

April 8, 1913.

M E M O R A N D U M NO. 8.

Re Attendance Department Officers and Employees at meetings.

Attention is hereby called to the following clause in the Act making appropriations for this Department for the fiscal year ending June 30, 1914:

> "That nothing contained in the Act making appropriations to provide for the expenses of the government of the District of Columbia for the fiscal year ending June thirtieth, nineteen hundred and thirteen, and for other purposes, approved June twenty-sixth, nineteen hundred and twelve, shall be so construed as to prohibit the payment from the appropriations for the Department of Agriculture of expenses incidental to the delivery of lectures, the giving of instruction, or the acquiring of information at meetings by its employees on subjects relating to the work of the Department authorized by law."

In this and other legislation recently enacted, Congress evidently desires to fix strict limits for the expenditure of public funds for attendance at meetings, but recognizes that this Department has a peculiar mission to acquire and disseminate agricultural information. The Secretary being desirous that the policy of the Department and the action of its officers and employees in this matter should be in strict conformity with the letter and spirit of the law and conducive to the best interests of the public service, makes the following statements on this subject:

Authorizations for attendance at meetings will be confined chiefly to meetings of farmers, live stock growers and others interested in agriculture (including horticulture and forestry), assembled for the purpose of receiving information or instruction from employees of the Department on subjects relating to the work of the Department authorized by law.

Authorizations to attend conventions of scientific societies or associations or to give addresses at schools, colleges, and other educational institutions will be given only to a limited extent and for the purpose of acquiring or giving information on the subjects directly relating to the work of the Department authorized by law. Each case will be considered on its merits with special reference to the work on which the employee concerned is engaged.

All authorizations to attend meetings or other gatherings will be given by the Secretary on recommendation of the Chiefs of Bureaus and independent offices, except that said Chiefs may authorize the attendance of their field employees at meetings occurring in the course of their regular official travel when such attendance will be in the direct interest of their work and for the purpose set forth in the aforesaid law; and in the case of each authorization of this kind, a memorandum indicating the action and reasons therefor should be promptly sent to the Secretary's Office.

Respectfully,

R. G. Tugwell

Assistant Secretary.

Memorandum No. 9

No memorandum issued under this number.

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Memorandum No. 10

No memorandum issued under this number.

Department of Agriculture,
Washington, D. C.

OFFICE OF ASSISTANT SECRETARY.

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11

April 10, 1913.

MEMORANDUM NO. 11

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the Secretary

Hereafter all watchmen employed in watching and guarding the gardens and grounds of the United States Department of Agriculture shall report for duty to the Chief of the Bureau of Plant Industry, for assignment to the Assistant in Charge of Experimental Gardens and Grounds.

W. Lacey

Assistant Secretary.

Hereafter all workmen employed in erecting and
repairing the gardens and grounds of the United States Legation
and of Ambassadore shall report for duty to the Chief of the
Bureau of Plant Industry, for assignment to the Assistants in
charge of Experimental Gardens and Grounds.

Memorandum No. 12

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No memorandum issued under this number.

Department of Agriculture,
Washington, D. C.

OFFICE OF ASSISTANT SECRETARY.

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April 14, 1913.

MEMORANDUM NO. 13.

(For heads of bureaus, divisions and independent offices)

Re conference concerning relationships between Department of Agriculture and State Agricultural Colleges and Experiment Stations.

In view of the growing work of this Department and of the state agricultural colleges and experiment stations, questions are constantly arising regarding the relationships which should exist between these important institutions. These questions are becoming more and more important because of the great growth of the Extension Service and Demonstration Work of the Department and state agricultural colleges and experiment stations.

It seems desirable that these relationships should be considered by the Department in all of their important bearings, and in order to secure the views of the various workers of this Department on the subject a conference has been called for Tuesday, April 15, at which the Secretary will be present. The conference will be held in the conference room, No. 208 West Wing, at 2:30 p.m.

Very respectfully,

R. Galloway

Assistant Secretary.

April 14, 1914.

M E M O R A N D U M NO. 14.

(For heads of bureaus, divisions and independent offices)

Re conference concerning relationship between Department of Agriculture and State Agricultural Colleges and Experiment Stations.

In view of the growing work of this Department and of the state agricultural colleges and experiment stations, questions are constantly arising regarding the relationships which should exist between these important institutions. These questions are becoming more and more important because of the great growth of the Extension Service and Demonstration Work of the Department and state agricultural colleges and experiment stations.

It seems desirable that these relationships should be considered by the Department in all of their important bearings, and in order to secure the views of the various workers of this Department on the subject a conference has been called for Tuesday, April 16, at which the Secretary will be present. Conferences will be held in the conference room, 3a. from 2:30 p.m. to 5 p.m.

Very respectfully,

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

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the Secretary's File Room

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Memorandum No. 14.

14 April 15, 1913.

MEMORANDUM FOR THE CHIEFS OF BUREAUS, OFFICES, AND DIVISIONS.

Attention is called to the fact that the Civil Service Commission is maintaining a list of Unskilled Laborers who are available for immediate employment for thirty day periods, and that certifications from this list may be secured in the usual manner from the Office of the Appointment Clerk. In urgent cases requiring the immediate services of a laborer, the names of the eligibles will be secured before the receipt of a certificate, and if the services are required for a very limited period, prior approval of appointment without reference to the register will be promptly obtained.

Acting Secretary.

and that certifications from this list may be secured in the usual manner from the Office of the Appointment Clerk. In the names of the eligibles will be secured before the request of a certificate, and if the services are required for a very limited period, prior approval of appointment will be secured to the register will be promptly obtained.

Department of Agriculture,
Washington, D. C.

OFFICE OF ASSISTANT SECRETARY.

April 19, 1913.

15

MEMORANDUM NO. 15.

Regarding requests for establishment of experiment stations, etc.

The Department receives frequent requests from Members of Congress, members of State legislatures, state officials and private parties, urging and requesting the establishment of experiment stations, testing farms, etc., within the states. Many requests also come to the Department from various state officials and others urging the taking up by the Department of specific lines of work within the states. When Congress is in session the Department also receives drafts of bills dealing with many subjects. Some of these subjects have to do with purely local affairs within the states. Others bear on general or regional matters. The drafts of these bills are sent here for comments and recommendations.

In order to maintain a uniform policy it is believed desirable that all matters as above indicated should be handled by the Office of the Secretary, through the Assistant Secretary. This procedure it is believed will tend to encourage closer relationships with the colleges and experiment stations, and will bring about general uniformity of action.

In all cases the bureaus and independent offices will be kept fully informed as to action affecting their respective interests.

B. T. Galloway.

Assistant Secretary.

Department of Agriculture,
Washington, D. C.

OFFICE OF ASSISTANT SECRETARY.

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16

No 16=

MEMORANDUM FOR THE SECRETARY

Concerning Departmental Publications in Scientific and Technical Journals

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Dear Mr. Secretary:

For the last five or six years the appropriations for the work of the Department have grown rapidly, while the appropriations made for publishing results of investigations have grown slowly. As a result there is a great deal more material being accumulated which should be published than it is practicable to publish, owing to lack of funds and for other reasons. For the last ten or twelve years it has been the policy of the Department not to permit any of its technical work to be published outside, with the result that there has been considerable stagnation and some rather important results have been lost through lack of timely publication.

It is believed that by taking advantage of existing specialized avenues of publication the usefulness of a considerable amount of scientific and technical work done by the Department would be increased and the financial strain, which is now a serious handicap to the Department, would be partially removed. It is the practice of many institutions, as you know, using public money, to permit publications of this kind in outside reputable journals, provided in all cases proper

credit is given to the institution. I would therefore respectfully recommend that hereafter such technical papers as may be approved by the Secretary and designed particularly for the attention of scientists in other institutions, be published in any scientific journal designed to reach most satisfactorily those scientists. In no case, however, should the authors accept compensation for such articles. Manuscripts for scientific and technical journals should receive the approval of the Chief of the Bureau in which the paper originates, and should further be submitted to the Secretary's Office before being forwarded for publication.

Very respectfully,

R. F. Hare

Assistant Secretary.

Approved:

D. F. Houston

Secretary.

Department of Agriculture,
Washington, D. C.

OFFICE OF ASSISTANT SECRETARY.

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May 3, 1913.

MEMORANDUM NO. 17.

Re requests for Analyses to be made by Department .

The Department receives numerous requests for the analysis of waters, foods, drugs, insecticides and other miscellaneous products. To comply with all the requests received would make a great drain on appropriations for other purposes and impede official work. No appropriation has been provided for this purpose, and the Department therefore will not be in position to make analyses for private parties.

Assistant Secretary.

UNITED STATES DEPARTMENT OF AGRICULTURE,
BUREAU OF CHEMISTRY,
WASHINGTON, D. C.

IN REPLY REFER TO

April 30, 1913.

MEMORANDUM FOR THE ASSISTANT SECRETARY:

In accordance with the request of Mr. Callender I have prepared a draft of a memorandum outlining the policy of the department in reference to requests from members of congress and others for the analysis of samples.

Respectfully,

Carl L. Alsberg

Chief.

CM
enc.

UNITED STATES DEPARTMENT OF AGRICULTURE,
BUREAU OF CHEMISTRY,
WASHINGTON, D. C.

IN REPLY REFER TO

April 29, 1913.

MEMORANDUM NUMBER ____.

The Department receives numerous requests ~~from members of congress~~ for the analysis of waters, foods, drugs, insecticides and other miscellaneous products, ~~for their constituents. A larger number of requests for similar service~~ are received from private parties. To comply with all the requests received would make a great drain on appropriations for other purposes and impede official work. No appropriation has been provided for this purpose. ~~It is believed that work of this nature should be referred to commercial analysts by the parties desiring the work done.~~ The Department will ~~therefore decline~~ to make analyses for private parties ~~when the request is made directly or through members of congress if such analyses will be of no public value.~~

Respectfully,

Assistant Secretary.

FBL-JC

MEMORANDUM NUMBER ____

The Department receives numerous inquiry from members of congress for the analysis of weeds, trees, shrubs, vines and other plants for their constituents. A charge of $ for similar service was established in previous years. To comply with all the requests involved would mean a great drain on appropriations for other purposes unless official work. No appropriation has been made valid for this purpose.

nature should be referred to commercial concerns practice denying the work above.

therefore decided to make such analyses free when the request is made through the channels of congress if such

Department of Agriculture,
Washington, D. C.

OFFICE OF ASSISTANT SECRETARY.

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May 6, 1913.

MEMORANDUM NO. 18.

Regarding Procedure in the Inauguration of New Lines of Work.

In order to avoid duplication of effort in the Department and promote cooperation and unity of purpose, it is desired that hereafter before any new project or line of work is undertaken a memorandum outlining the work be submitted to the Assistant Secretary for consideration and approval in each case. These memoranda should indicate the following:

1. The name of the project or line of work proposed to be undertaken.

2. Object of the work.

3. The name of the person or persons who are to have direct charge of the work.

4. Location of the work.

5. How the work is to be conducted and nature of cooperation, if any.

6. Estimated annual cost of the work.

7. The appropriation from which the expenses of the work are to be paid.

8. Probable date of completion.

9. Use to be made of results.

The various bureaus, divisions and offices have just been called upon to submit a "program of work" for the fiscal year 1914, and in the preparation of this program all new projects or lines of work included in the program should be indicated and a memorandum submitted along the lines indicated above regarding each of such new projects or lines of work.

B. A. Ensley

Assistant Secretary.

Department of Agriculture,
Washington, D. C.

OFFICE OF ASSISTANT SECRETARY.

May 6, 1913.

MEMORANDUM NO. 18. (Revised)

Regarding Procedure in the Inauguration of New Lines of Work.

In order to avoid duplication of effort in the Department and promote cooperation and unity of purpose, it is desired that hereafter before any new project or line of work is undertaken a memorandum outlining the work be submitted to the Assistant Secretary for consideration and approval in each case. These memoranda should indicate the following:

NAME:

LEADERS: (Names of leader and principal assistants, if any).

LOCATION AND HEADQUARTERS: (Give location of work under this heading by State, county, and town, where practicable. Where maps are filed with statements, reference may be made to same. Give also leader's post office address).

DATE AUTHORIZED: (This is the date when the chief of bureau gives his final approval to the project in writing).

LEGAL AUTHORITY: (Give title of the general appropriation and quote the language of the specific clause of the appropriation bill covering this project.

OBJECTS: (State briefly and clearly. Do not include procedure).

METHOD OF PROCEDURE: (Here the method of approaching the problem defined under OBJECTS above should be concisely set forth. Where practicable, outline the plan for the entire period of time required to complete the work, and follow with plans for annual or other natural periods or divisions of work. This shows clearly the scale on which the project is planned),

ORGANIZATION AND COOPERATION: (Briefly state the entire plan of organization--whether part is to be under cooperation,

part independent, etc.--so that misunderstandings may be reduced to a minimum. Clearly state relations to other departments, bureaus, divisions, experiment stations, other organizations, or to private parties cooperating; also cooperative relationships within the bureau or office).

CONTRACTS OR AGREEMENTS: (State whether written agreements or contracts are in effect and make brief reference to same, giving dates).

SOURCE OF MAINTENANCE: (State amount from each fund).

ESTIMATED ULTIMATE COST: (Give approximate cost of the project carried to completion).

HISTORY: (State clearly the history, if any, previous to date of this original memorandum).

The various bureaus, divisons and offices have just been called upon to submit a "program of work" for the fiscal year 1914, and in the preparation of this program all new projects or lines of work included in the program should be indicated and a memorandum submitted along the lines indicated above regarding each of such new projects or lines of work.

B. A. Galloway.

Assistant Secretary.

Please ... the Secretary's File Room

Department of Agriculture,
Washington, D. C.

OFFICE OF ASSISTANT SECRETARY.

19

May 10, 1913.

MEMORANDUM NO. 19.

(Re Express Shipments of Government Property)

Attention of the various offices and bureaus of the Department is called to the attached copy of a memorandum from the Solicitor in regard to the shipment of an instrument by the Weather Bureau to Tampa, Florida, which was lost en route, and the inability of the Department to recover from the Express Company the value of the instrument in excess of $50, on account of the fact that no value was declared at the time of shipment.

In view of this experience the following practice should obtain in the Department in connection with shipments of its property by express:

Where the value of the property is under fifty dollars, no value should be declared.

Where the actual value of the shipment is in excess of fifty dollars such value should be declared and the increased express charge paid by the Department.

Assistant Secretary.

OFFICE OF THE SOLICITOR.

May 2, 1913.

MEMORANDUM FOR THE ACTING SECRETARY:

I deem it advisable to direct your attention to an opinion rendered the Weather Bureau as to the liability of express companies for the loss of Government property shipped by the Weather Bureau to a local office at Tampa, Florida. The property in question was a triple register (an instrument for automatically recording various weather phenomena) valued at $205.50. This property was shipped on November 18, 1912, on the regular Government bill of lading and no value was declared at the time of shipment. According to the lawful rates filed with the Interstate Commerce Commission the rate of carriage is based on the valuation of the property made by the shipper, and if no value is declared it is equivalent to agreeing to a valuation of $50 per 100 pounds and 50 cents per pound for each pound in excess thereof. For a valuation of over $50 per 100 pounds and fraction thereof there is a graduated excess rate. In this particular instance the difference between the rate, had the true value of the property been noted, and the rate where no value is declared, is 30 cents. The terms of said contract have been upheld by the Supreme Court in a recent decision, and the Government in this case can recover only the sum of $59.50; whereas, had its true value been declared the Government might have recovered the full value of the instrument lost, viz., $205.50. The fiscal regulations, effective, October 1, 1907, paragraph 54, which were in force at the time of the shipment, provided that no value should be declared on express shipments for the reason that valuations in excess of $50 are subject to the excess charge for carriage. The fiscal regulations, effective March 1, 1913, do not contain this provision; but it is thought that the practice might still be followed of not declaring value on express shipments. From the facts in this particular case it appears to me to be poor policy to obtain a reduced rate of a few cents on valuable property with the risk of a considerable loss in case the property exceeded the value of $50 per 100 pounds; and I call the attached opinion to your attention in case the advisability of administrative reform in this particular should suggest itself to you.

Very respectfully,

(Signed) F. G. CAFFEY,

Solicitor.

Department of Agriculture,
Washington, D. C.

OFFICE OF ASSISTANT SECRETARY.

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May 12, 1913.

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MEMORANDUM NO 20.

(Purchase of supplies for use in scientific, laboratory or research work)

Hereafter, materials included in the schedules of the General Supply Committee, such as drugs, medicines, chemicals, and laboratory apparatus, needed for use in scientific, laboratory or research work, including such other supplies listed in the schedules which from their description indicate that they may be intended for use in this class of work, but which are found to be unsatisfactory for the purpose, may be purchased independently of the schedules of that Committee by such Department and independent establishment of the Government having under it offices engaged in scientific, laboratory or research work.

The following instructions are issued for the guidance of the Bureaus, Offices and Divisions of the Department of Agriculture:

In submitting estimates for annual contracts for chemical supplies and apparatus for each fiscal year beginning with the fiscal year 1914, only articles in common use by the Department such as alcohol (ethyl), ether, chloroform, sulphuris, nitric and hydroxides, and which are ordinarily required by the Department in amounts exceeding $50 in cost, shall be included, and these in all cases shall be listed for delivery in small unit quantities, with discounts for larger specified amounts.

Chemical supplies and apparatus, and articles required for scientific, laboratory or research work, and which are not included in the annual contracts of the Department, of which intended purchases will not invilve expenditures in excess of $50, may be purchases from time to time in the open market.

Chemical supplies and apparatus not included in the annual contracts but of which it may develpp that amounts exceeding $50 in cost will be needed in any one fiscal year, will be contracted for in accordance with the fiscal regulations. The proposals fur such supplies and apparatus shall be for definite quantities and shall hot bind the bidders to make future deliveries in the same fiscal year, unless the article contracted for is used exclusively by one Bureau or the concurrence of other Bureaus likely to use the article is first obtained, in which event that form of proposal will be used which is best adapted to the needs of the Department as a whole.

Assistant Secretary.

Department of Agriculture,
Washington, D. C.

OFFICE OF ASSISTANT SECRETARY.

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May 13, 1913.

M E M O R A N D U M NO. 21.

(Relative to contract and bond in connection with the purchase of Supplies and Performance of Work)

As a general rule, a contract and bond will be required for supplies and materials procured under informal bids, and for construction work, when the aggregate amount involved is more than one thousand dollars. This requirement may be waived, however, when the articles are of regular standard make or manufacture, or in connection with the purchase of seeds for Congressional distribution when immediate delivery is required.

Existing instructions requiring a contract and bonds in all cases when the aggregate amount involved is more than five hundred dollars are amended accordingly.

B T Galloway

Assistant Secretary.

Department of Agriculture,
Washington, D. C.

OFFICE OF ASSISTANT SECRETARY.

22

May 15, 1913.

MEMORANDUM NO. 22.

Recommendations for Promotions of Scientific Employees.

It is desirable that there should be some uniform method or plan of making recommendations for promotions of scientific officers and employees of the Department at the beginning of each fiscal and calendar year, in order that the Secretary may have before him full information regarding each person whose promotion is recommended.

All recommendations for promotions of such employees in each bureau or independent office which are to take effect on the same date, as July first or January first, should be included in one letter, a paragraph being devoted to each person recommended and containing the following points in some detail: Present salary of employee and proposed salary; Nature of duties; Training and experience; Length of service in Department and date of last promotion; List of important bulletins and other publications prepared by employee, if any.

The present and proposed salary of the employee should also be shown as a side heading, opposite each recommendation, and the letter should conclude with a tabulated summary of the recommendations, in the manner shown on the attached memorandum.

A. P. Gallaway.

Assistant Secretary.

(Name of office in bureau in which person recommended for promotion is employed)

That MR. JOHN DOE, a (title of Employee) be promoted from $1600 to $1800 per annum. Mr. Doe has been engaged upon (statement of the duties of the employee). He received the degree of B. S. from the Iowa Agricultural College, 1896-1898; took postgraduate work at the Cornell University 1898-1900; was Assistant in Zoology at the Michigan Agricultural College 1900-1902; and Entomologist at that Institution 1902-1904. Mr. Doe has been employed in the Department since 1905, and was last promoted on July 1, 1910, from $1400 to $1600, and has no other income than the salary received from the Department. Since entering the service has has written the following publications:

$1600 to $1800

Farmers' Bulletins Nos.
25. (title)
31. (title)
B.A.I. Bulletin No. 15 (title)

(Summary of Promotions recommended, to be given at end of letter)

Name	Present Salary	Length of Time Since Last Promotion.	Salary Recommended	Amount of Increase	Name of Appropriation
John Doe	$1600	2 yrs;3 mo.	$1800	$200	Meat Inspection.
E.C.Smith	$1400	3 yrs	1500	1000	Animal Husbandry
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DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

May 15, 1913.

#22a

MEMORANDUM REGARDING THE STATUS OF CHIEFS OF BUREAUS AND OTHER EMPLOYEES OF THE DEPARTMENT OF AGRICULTURE AS REGARDS THE CLASSIFIED CIVIL SERVICE.

The following memorandum setting forth the status of employees in the Department of Agriculture in relation to the civil service has been prepared and submitted to the Civil Service Commission. The Commission approves the statement as setting forth the facts so far as relates to the Department of Agriculture:

> With the exception of the Chief of the Weather Bureau, who is appointed by the President, all chiefs of bureaus, offices, and independent divisions in the Department are in the regular classified civil service. None of these positions can be vacated or filled without complying with the law, rules, and regulations governing such matters. All scientific, technical, and other employees of the Department engaged in scientific or technical work are in the regular classified civil service and subject to the rules and regulations governing such service. The positions of clerk, skilled laborer, messenger,--and laborer in Washington,-- are subject to competitive examination, vacancies when they occur being filled from the eligible lists of the Civil Service Commission. When a new kind of position is created, an examination is held to secure a register of eligibles from which register an appointment is made. The appointment of employees for all new work of a permanent nature authorized by Congress, such as investigations having to do with markets, rural credits, cotton standardization, etc., in which the services of men of technical knowledge are required, is subject to the same rules as apply to positions in the permanent bureaus, all positions involved in such work being filled in the regular way through the Civil Service Commission.

The Department employs agents for special lines of work, such as farm demonstrations, farm management field studies, tick eradication, etc. The employment of these agents, though not subject to competitive examination, is

subject to approval by the Civil Service Commission. In a large majority of cases, however, these agents are paid jointly by the Department and the States or other agencies cooperating with the Department. Hence, while their final appointment lies with the Secretary, the appointees must receive the approval of the State representatives or other representatives cooperating with the Department.

With the exception of the Secretary of Agriculture, the Assistant Secretary of Agriculture, and the Chief of the Weather Bureau, who are appointed by the President and confirmed by the Senate, the only positions in the Department paid wholly by the Department which are excepted from examination are the Solicitor of the Department, State Statistical Agents, a comparatively few Agents conducting farm demonstrations and tick eradication work, a few collaborators who are authorized to make seed purchases and whose salaries do not exceed $100 or $200 a year, and a small number of student assistants employed temporarily, whose salaries shall not exceed a rate of $300 a year while employed.

The private secretary and confidential clerk to the Secretary of Agriculture and the private secretary to the Assistant Secretary of Agriculture are selected from the regular force of the Department and have all the rights of competitive employees.

All the agents above referred to and other classified employees are subject to the provisions of the following act of Congress, approved August 24, 1912:

> "Sec. 6. That no person in the classified civil service of the United States shall be removed therefrom except for such cause as will promote the efficiency of said service and for reasons given in writing, and the person whose removal is sought shall have notice of the same and of any charges preferred against him, and be furnished with a copy thereof, and also be allowed a reasonable time for personally answering the same in writing; and affidavits in support thereof; but no examination of witnesses nor any trial or hearing shall be required except in the discretion of the officer making the removal; and copies of charges, notice of hearing, answer, reasons for removal, and of the order of removal shall be made a part of the records of the proper department or office, as shall also the reasons for reduction in rank or compensation; and copies of the same shall be furnished to the person affected upon request, and the Civil Service Commission also shall, upon request, be furnished copies of the same."

D F Houston

Secretary

Department of Agriculture,
Washington, D. C.

OFFICE OF ASSISTANT SECRETARY.

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May 24, 1913.

MEMORANDUM NO. 23.

(Handling of financial matters in connection with cooperative work with outside agencies.)

Because of the rapid increase in the work of the Department in cooperation with state institutions, organizations, private individuals and other agencies interested in agricultural betterment, it would seem advisable to set forth certain fundamental principles which should govern in the conduct of cooperative work.

1. It should be clearly understood that the Department will not permit any of its officers or employees to handle or disburse any of the funds contributed for cooperative work by outside agencies.

2. Where the cooperating agency is not prepared to disburse directly the funds which it contributes, a trustee should be appointed by such agency to handle its funds, but such trustee should have no connection whatevever with the Department.

3. Department officers and employees will be permitted, however, to certify to the correctness of accounts of expenditures in connection with cooperative work, for payment where the facts essential to such certification are known to them and such an arrangement is desired by the cooperating agency.

4. It is highly desirable in all cases where cooperative work is undertaken by the Department that a memorandum of understanding should be entered into which shall clearly set forth the duties and financial responsibilities of all the parties to the agreement and indicate the manner in which the funds are to be handled,- that is, whether through a trustee or otherwise. The memorandum of understanding should also indicate the responsibilities and relations of collaborators who are to use the Government frank for the free transmission of correspondence and publications relating to the work.

5. Great care should be exercised to plan cooperative work so that the property or materials which result from the experiments or demonstrations shall remain the property of the cooperating agency unless such property or materials have been purchased at Department expense. (In many lines of work it is possible to so arrange with cooperators that the Department can secure the full use of equipment or materials that may be necessary without acquiring ownership of them, thus avoiding the tying up of funds unnecessarily.)

A. C. True

Assistant Secretary.

May 24, 1923.

[redacted]

(Drafting of Financial Reports in Connection with
Property Sold with Taxable Securities.)

[redacted]

[redacted]

[redacted]

Department of Agriculture,
Washington, D. C.

OFFICE OF ASSISTANT SECRETARY.

May 17, 1913.

MEMORANDUM.

Relative to the handling of financial matters in connection with cooperative work with outside agencies.

Because of the rapid increase in the work of the Department in cooperation with state institutions, organizations, private individuals and other agencies interested in agricultural betterment, it would seem advisable to set forth certain fundamental principles which should govern in the conduct of cooperative work.

1. It should be clearly understood that the Department will not permit any of its officers or employees to handle any of the funds contributed for cooperative work by outside agencies.

2. Where the cooperative agency is not prepared to disburse the funds which it contributes directly, but desires to have the Department handle the matter a trustee should be appointed by such agency to disburse its fund, but such trustee should have no connection whatever with the Department.

3. There would be no objection to arrangements whereby the Department officers and employees will certify to the correctness of amounts for expenditures in connection with cooperative work and forward the same to the cooperating agency for payment.

4. It is highly desirable in all cases where cooperative

work is undertaken by the Department that a memorandum of understanding should be entered into which shall clearly set forth the duties and financial responsibilities of all the parties to the agreement and indicate the manner in which the funds are to be handled - that is, whether through a trustee or otherwise. The memorandum of understanding should also indicate the responsibilities and relations of collaborators who are to use the Government frank for the free transmission of correspondence and publications relating to the work.

5. Great care should be exercised to plan cooperative work so that the property or materials which result from the experiments or demonstrations shall remain the property of the cooperating agents.

Assistant Secretary.

U. S. DEPARTMENT OF AGRICULTURE
OFFICE OF ASSISTANT SECRETARY
WASHINGTON, D. C.

June 9, 1913.

MEMORANDUM.

Dear Mr. Graves:

Referring to your note of June 5th regarding memorandum No.23, dated May 24, relative to the handling or disbursing by officers or employees of the Department of funds contributed for cooperative work by outside agencies, it was not the intention to interfere in any way with the work which the Forest Service is doing, and which it is authorized to do by the act approved June 30, 1906.

When a new supply of Memorandum No. 23 is required the first paragraph will be modified by adding the words "unless authorized by law" which will clear up the matter.

Very truly yours,

Asst. Secretary.

United States Department of Agriculture,
Bureau of Plant Industry.

P
Office of Chief of Bureau.

Washington, D. C., May 24, 1913.

SUGGESTIONS IN RE. MEMORANDUM OF MAY 23.

Paragraph 3.

The following modification is suggested:

Department officers and employees will be permitted, however, to certify to the correctness of accounts of expenditures in connection with cooperative work, for payment where the facts essential to such certification are known to them and such an arrangement is desired by the cooperating agency.

The above insert is suggested with a view to emphasizing the necessity of adequate knowledge of the facts by any certifying officer.

Paragraph 5.

Great care should be exercised to plan cooperative work so that the property or materials which result from the experiments or demonstrations shall remain the property of the cooperating agency unless such property or materials have been purchased at Department expense.

This suggestion is with a view to emphasizing the importance of husbanding appropriations by avoiding the unnecessary tying up of Department funds through purchases of property or materials the proceeds from the sale of which if sold by the Department would necessarily revert to the Treasury. In many lines of work it is possible to so arrange with cooperators that the Department can secure the full use of equipment or materials that may be necessary without acquiring ownership of them, thus avoiding the tying up of funds unnecessarily.

Wm. A. Taylor

Chief of Bureau.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

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May 29, 1913.

Memorandum No. 24.

Regulations governing examination and payment of accounts.

In order to secure a proper administrative examination of public accounts before their transmission to the accounting officers of the Treasury for audit and in order to prevent duplication of such examination by the Disbursing Clerk of the Department of Agriculture, except as hereinafter prescribed, the following regulations are made, pursuant to Section 22 of the Dockery Act (28 Stat., 210) and the Act of August 23, 1912 (37 Stat., 375):

Regulation 1. All accounts, whether in the form of pay-rolls, vouchers, or otherwise, shall be paid by the Disbursing Clerk, except those authorized by Regulations 6 and 7 to be paid by fiscal agents outside of Washington.

Regulation 2. The administrative head of each bureau shall make a full and complete administrative examination of all accounts of his bureau that are payable by the Disbursing Clerk. For the purpose of these regulations, the Forest Service, every independent division, every independent office, and every independent board shall each be considered a bureau;

the Chief Clerk of the Department shall be considered the administrative head of the Office of the Secretary; and the Library shall be included in the Office of the Secretary.

Regulation 3. In making the administrative examination required by Regulation 2, each administrative head shall

(a) In case of compensation of officers and employees:
Verify rate of compensation, number of days of service and leave of absence with or without pay, and, if the person concerned is about to retire from the service, ascertain his accountability for property.

(b) In case of travel expenditures:
See that each item in the voucher is authorized by the letter of authorization.

(c) In case of purchases of supplies and equipment:
See that each item in the voucher complies with the requisition or contract of purchase, that each article has been delivered, and that the price is in accordance with the requisition or contract, or, if the purchase was in open market, that it was made in accordance with law.

(d) In case of all other accounts:
See that each item in the voucher complies with the requisition or contract, fiscal regulations and law applicable to such item.

(e) In all cases:
See that unusual items or expenditures are sufficiently explained; suspend or disallow each item or portion thereof not covered by the requisition, contract or letter of authorization, or not allowed by the fiscal regulations, or forbidden by law or by any decision of the Comptroller; prepare waivers, when necessary, for the approval of the Secretary; see that appropriations are available, and that unexpended balances thereof are sufficient, to pay all approved accounts; ascertain

the correct amount in each account of such items as are legal claims against the United States and approve only such items.

Regulation 4. After deducting amounts suspended or disallowed, each such administrative head shall ascertain the total of the approved items in the account so examined. He shall approve such total and the account so approved shall be transmitted to the Disbursing Clerk for payment.

Regulation 5. After ascertaining that the approval by the administrative head of the bureau is genuine, that the extensions and additions are correct, that there is an appropriation out of which the account is payable, and that there is an unexpended balance of such appropriation sufficient for the payment, the Disbursing Clerk shall pay each account so approved and transmitted to him.

Regulation 6. In each district of the Forest Service, outside of Washington, the Forester shall make a full and complete administrative examination, in the manner prescribed by Regulation 3, by and through the District Forester, of all the accounts of that district. Each District Forester shall ascertain the total of and approve the accounts for his district, as prescribed in Regulation 4, and transmit the same to the bonded fiscal agent of his district for payment. After ascertaining the facts in respect thereto, as prescribed in Regu-

lation 5, the fiscal agent shall pay each account for his district, so approved and transmitted to him, and send the same to the Forester.

Regulation 7. Accounts payable by special fiscal agents outside of Washington, pursuant to special authority from the Secretary, shall, after payment, be examined and approved by the administrative heads of the bureaus to which they, respectively, relate, in compliance with Regulations 3 and 4.

Regulation 8. Accounts paid by fiscal agents, pursuant to Regulations 6 and 7, shall be sent to the Disbursing Clerk. The Disbursing Clerk shall take off the totals to be carried to the appropriation ledger and shall forward such accounts, without audit, to the accounting officers of the Treasury.

Regulation 9. The Chief of the Division of Accounts and Disbursements shall make the administrative examination of the accounts of that bureau required by Regulation 2; shall ascertain the total of and approve the same as required by Regulation 3; shall not make an administrative examination or audit of the accounts of any other bureau; shall perform the duties of Disbursing Clerk prescribed by these regulations; and shall have no other authority or duty in respect to the examination or payment of accounts.

Regulation 10. All orders, rules and regulations in conflict with these regulations are hereby annulled.

These regulations shall be effective on and after July 1, 1913.

D. F. Houston

Secretary.

Department of Agriculture,
Washington, D. C.

OFFICE OF ASSISTANT SECRETARY.

May 24th, 1913.

Memorandum to the Assistant Secretary regarding the so-called "A to L" classification of expenditures required by Treasury Department (office of the Comptroller) Circular No. 34, 1911.

In order to simplify and unify the account kept in the several bureaus, divisions and offices of this Department and to provide a uniform method of keeping and presenting a project report at the end of each fiscal year, or oftener, if desired, the accompanying form is submitted for your approval.

In preparing this a careful examination and analysis has been made of the so-called "A to L" classification of expenditures required by the Treasury Department (office of the Comptroller) circular No. 34, 1911, and it was found that every one of the headings in this form is required by the Circular. In addition the Circular requires of the Government service as a whole certain records that are not applicable to this Department, or if applicable will themselves constitute Project Statements and should be reported as such. These are as follows:

Project Statements:

Subsistence and care of animals and storage and care of vehicles (service). It is understood that this would refer in this Department to the care of the teams in the office of the Secretary - the teams on the Arlington and other farms, the horses and cattle kept by the Bureau of Animal Industry for experimental or other purposes, the horses kept for the use of Forest Supervisors or Rangers and not to the subsistence and care of livery teams which for the most part is made a condition of hire.

Subsistence and care of animals and storage and care of vehicles (service). It is understood that this would refer in this Department to the care of the teams in the office of the Secretary - the teams on the Washington and other farms, the horses and cattle kept by the purchase, the horses kept for the use of Forest Supervisors or Rangers and not to the subsistence and care

Printing, engraving, lithographing and binding (service).

Advertising and publication of notices (service).

Mechanic's, Engineer's and electrician's supplies, furnace and foundry supplies - a project statement from the Chief Clerk's office.

Cleaning and toilet supplies, - should be a project statement prepared in the office of the Property Clerk in the Chief Clerk's office.

Structures and parts and nonstructural improvements to land.

Land.

Repayment of deposits.

Educational and general-welfare grants and contributions.

Losses and contingencies.

Not applicable to the Department of Agriculture:

Subsistence and support of persons. It is understood that this would refer to the support of persons in the army, navy, hospitals and other Government institutions and of the Indians, and not to subsistence as an incident to travel and which is commonly reported as part of the travel expenses.

Wearing apparel and hand-sewing supplies.

Provisions.

War supplies: explosives and pyrolichnic supplies.

Capital outlay for rights and obligations, and payment of debt.

Purchase of rights to demand, control or enforce action, or of rights to act.

Payment of debts and payment to sinking fund.

Treaty obligations.

Refunds, awards and indemnities.

Royalties.

Printing, engraving, lithographing and binding (service).

Advertising and publication of notices (service).

Mechanic's, Engineer's and electrician's supplies,
furnace and foundry supplies - a project statement
from the Chief Clerk's office.

Cleaning and toilet supplies, - should be a project
statement prepared in the office of the Property
Clerk in the Chief Clerk's office.

Structures and parts and nonstructural improvements
to land.

Land.

Repayment of deposits.

Educational and general-welfare grants and contributions.

Losses and contingencies.

Not applicable to the Department of Agriculture:

Subsistence and support of persons. It is understood
that this would refer to the support of persons
in the army, navy, hospitals and other Government
institutions and of the Indians, and not to sub-
sistence as an incident to travel and which is com-
monly reported as part of the travel expenses.

Wearing apparel and hand-sewing supplies.

Provisions.

War supplies: explosives and pyrotechnic supplies.

Capital outlay for rights and obligations, and payment
of debt.

Purchase of rights to demand, control or enforce action,
or of rights to act.

Payment of debts and payment to sinking fund.

Treaty obligations.

Refunds, awards and indemnities.

Royalties.

Fees for licenses, permits and privileges.

Interest.

Insurance and depreciation fund.

Trade subsidies and bounties.

Burial expenses, providence funds and other gratuities.

Pension and retirement salaries.

MILTON WHITNEY.

LEON M. ESTABROOK.

Approved, to be effective July 1, 1913.

B. T. GALLOWAY,
Assistant Secretary.

Fees for licenses, permits and privileges.

Interest.

Insurance and depreciation fund.

Trade subsidies and bounties.

Burial expenses, providence funds and other gratuities.

Pension and retirement salaries.

MILTON WHITNEY.

LEON M. KSTABROOK.

Approved, to be effective July 1, 1913.

B. T. GALLOWAY,
Assistant Secretary.